

GRANT COMPLETION REPORT

GLASS FOUNDATION, INC.

BB&T Building, Suite 305

One West Pack Square

Asheville, NC 28801

The directors of The Glass Foundation are pleased to have awarded a grant to your organization. We look forward to hearing the results of this project. Our grant agreement requires that you submit a report when the grant period is complete. If the grant continues for more than 12 months, please send an interim report covering the first 12 months. Below you will find guidelines for the information we expect you to provide:

- Name of organization and/or program
- Mailing address
- Phone
- Email
- Director/contact person
- Amount of grant
- Purpose of grant
- Dates of grant period

Please provide the following information in your report:

- I. Brief summary of the work funded by the grant.
- II. Financial report on the expenditure of funds, including:
 - A. Line item budget for the program/project, including identification of items funded by the Glass Foundation grant.
 - B. Program expenditures as recorded in budget reports.
 - C. List of all organizations/individual that funded the project.
- III. Assessment of the effectiveness of the project in attaining the goals and objectives identified in the grant proposal. Include the means used to measure effectiveness (benchmarks, data, etc.)
- IV. Impact of the project on your organization, community, and population served.
- V. Future plans for sustainability.
- VI. Additional comments, pictures, or documentation as appropriate.